

Meeting Minutes

Demmer Library Renovation & Addition

September 14, 2017

17221

Project

Date

Project Number

Three Lakes, WI

1:30 pm

4:00 pm

Project Location

Start Time

Adjournment Time

DCC Design Meeting #2

Demmer Library

Jon Rynish

Type of Meeting

Meeting Location

Originator

Invitees:

Demmer Library: **Erica Brewster** – Library Director
Janet Dixon

Demmer Design & Construction Committee (DCC):
Vicki Reuling – Committee Chair
Thomas Asbeck
Catherine Marshall
Rosie Obukowicz
Mary Sowinski

Historical Society: **Katie Kirby** – Curator
Kyle McMahon – Assistant Curator

Hoffman: (not present) **Jody Andres** – Senior Project Architect
Jon Rynish – Project Architect

CC: All Attendees

1. Site

- 1.1. Geotechnical Report / Soil Borings RFP – proposals will go out soon
- 1.2. Civil engineering consultant – obtaining proposals.
- 1.3. Current design may require a zoning variance for setback. Start preliminary discussions with the town. **(ACTION: Jon R.)**
- 1.4. Discussed value of covered porch vs additional greenspace near front entrance. Covered porch is preferred if possible.
- 1.5. Extend parking along Huron to connect with Historical Society
- 1.6. Add exterior hose bib for landscape maintenance.
- 1.7. Try to use rain barrels, rain gardens and surface drainage for rainwater where possible in lieu of storm piping.
- 1.8. Provide pricing for heated sidewalk.
- 1.9. Confirm removal of overhead power lines. **(ACTION: Jon R.)**
- 1.10. Contact WPS (Brian Slizewski – Town shop foreperson 715-891-2788, townshop@townofthreelakes.com) to see if removal of electrical poles along Huron St is possible.
- 1.11. HVAC condensing units ideally located to the north (west) of the addition.
- 1.12. Incoming electrical may need to remain on south side.

- 1.13. Town sanitary and water are separate.
- 1.14. Confirm design of existing French drain. Existing museum gutters drain to French drain. Contacts: Gene Baltz & Rick Gensler. **(ACTION: Jon R.)**

2. Program Update

- 2.1. Total Gross Area similar to previously presented.
- 2.2. Historical Society to evaluate storage needs. **(ACTION: Katie Kirby)**

3. Floor Plan Development

3.1. Review Plan schematic layout

- Elevator
 - Existing lift is adequate, LULA (Limited-Use, Limited-Access) not necessary if not required per code.
 - Prefer new location to open up floor plan flexibility
 - Consider a location more accessible for library staff
 - Relocated lift ~ \$10,000 - \$15,000
 - New LULA elevator ~ \$40,000 - \$50,000
- Separate fire-rated room for indoor and outdoor book drop was well received. Utilize for secure storage of visitor's personal items.
- Include book sale storage and sorting as part of open office.
- Consider adding one toilet room to match existing. Make sure more than one toilet is available for after-hour meeting room uses.
- Historical Society
 - HS to meet and discuss adjacency requirements. Provide requirements to Jon R. ASAP. **(ACTION: Katie Kirby)**
 - Disliked staff circulation through this area.
 - Disliked toilet room opening into this area.
 - Can an overhang / porch be used to better designate the Historical Society entrance?
- Consider designing a playful entrance feature into children's area (i.e. arched opening)
- Add more windows to south façade of Northwood's room.
- General first floor Library spaces adjacencies approved.
- Library will attempt to modify / reuse as much existing shelving as possible. 6ft maximum height. Do not use bottom shelf is possible.
- Evaluate lineal footage of shelving compared to existing to confirm stack space. **(ACTION: Jon R.)**

- 3.2. 3D massing was well received. Desire to continue the look/identity of existing Library.

4. Potential Scope: The following scope items were presented and will be evaluated next meeting against cost estimate.

4.1. Site

- Paving, grading, landscaping for immediate site

4.2. Building

- Addition
 - Sprinkler System. Right now, the code may permit no sprinkler system, but additional fire-rated separations will be required. Not installing a sprinkler system may limit future additions & renovations. Library staff had mixed feelings on sprinklers and potential accidental discharge. Evaluate code requirements. **(ACTION: Jon R.)**
 - LULA elevator
 - Covered Porch
- Renovation
 - Sprinkler System
 - Interior Finishes
 - Replace Siding
 - Replace roofing
 - Additional windows
 - Window wells – Desire to bring light into the lower level.
- Structural
 - First floor columns/beams
 - Columns / beams in basement
- HVAC
 - New HVAC throughout
 - Relocate gas meters
 - Relocate condensers
- Electrical
 - New lighting throughout
 - Additional incoming service
- Plumbing
 - New fixtures as required
 - Existing sanitary system needs to be addressed (existing issues) **(ACTION)**
- Fire Protection
 - New sprinkler system
- Site
 - Paving
 - Landscaping
 - Storm drainage – French drain modifications?

- Underground utility relocation coordination
- Heated sidewalk
- Photovoltaic panels – What is the grant process? Who will be responsible for writing grants? **(ACTION: Jody A.)**

5. General

- 5.1. Provide a design schedule to committee. **(ACTION: Jon R.)**
- 5.2. Provide process / schedule for Library Foundation payments. **(ACTION: Jody A.)**
- 5.3. Provide list of FF&E suppliers to Erica. **(ACTION: Jody A.)**

6. Future Meetings

- 6.1. Thursday 9/28 @ 2:30pm
- 6.2. Cost Estimates
- 6.3. Schematic Design Sign-Off

7. Discuss with Town **(ACTION: Jon R.)**

- 7.1. Zoning designation
- 7.2. Setback Variance
- 7.3. Town review requirements
- 7.4. Parking requirements